



CITY OF HOUSTON

Job Posting

PP

Applications accepted from: ALL PERSONS INTERESTED

Job Classification ADMINISTRATIVE ASSOCIATE
Posting Number PN# 110284
Department CONVENTION & ENTERTAINMENT FACILITIES
Division GEORGE R. BROWN CONVENTION CENTER
Section SALES
Reporting Location 1001 AVENIDA DE LAS AMERICAS
Workdays & Hours M – F 8 a.m. – 5 p.m.

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs telephone switchboard duties, directs calls, inquiries and complaints to the proper persons and takes messages. Provides phone relief at main switchboard. Greets, registers, assists and direct visitors. Performs light typing, sorting and filing duties as needed. Assists with various projects as requested.

Positions will require all of these:

1. Ability to read and write.
2. Ability to perform basic mathematics.
3. Ability to visually analyze and complete work assignments.
4. Ability to answer telephone.
5. Ability to lift up to ten (10) pounds.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
\$824-\$1,484 Biweekly \$21,424 – 38,584

OPENING DATE May 3, 2006

CLOSING DATE May 16, 2006

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st. Floor. For application status inquiries, please call (713) 853-8211. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD number is (713) 837-9471

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